



DEPARTMENT OF PUBLIC UTILITIES SAFETY POLICY MEMORANDUM

POLICY NUMBER: 4	DATE: April 17, 2002
TITLE: Safety Records Retention	APPROVED BY: Martin McIntyre

REFERENCE

Title 8, California Code of Regulations, Chapter 4

PURPOSE

To clarify the safety records retention requirements for the Department of Public Utilities.

POLICY

Records shall be retained in accordance with the Safety Records Retention Schedule listed below.

SAFETY RECORDS RETENTION SCHEDULE			
TYPE RECORD	MINIMUM REQUIREMENTS		
	PREPARED BY	LENGTH OF RETENTION	WHERE FILED
Vehicle Accident Investigation Report	Supervisor	5 years	Division Files Human Resources
Training Records	Instructor	Permanent	Division Files Human Resources
Inspection Reports	Division Discretion	3 years	Division Files
MSDS	Manufacturer	Permanent	Division Files
Equipment and Vehicle Safety Check	Any qualified person	90 Days	Division Files

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SAFETY RECORDS RETENTION SCHEDULE			
TYPE RECORD	MINIMUM REQUIREMENTS		
	PREPARED BY	LENGTH OF RETENTION	WHERE FILED
OSHA Form 300	Division Senior Secretary	5 years	Division Files
Personal Injury or Illness Report	Supervisor and Employee	5 years	Division Files Human Resources
Near Miss Incident Report	Supervisor and Employee	5 years	Division Files Human Resources
Response to Safety Complaint	Supervisor	3 years	Division Files
Safety Concern Reports	Employee	3 years	Division Files
Confined Space Permits	Supervisor	5 years	Division Files
Hot Work Permit	Supervisor	5 years	Division Files
Hazard Determination Records	Supervisor and Employee	Until superseded	Division Files Section Files
Laboratory Air Sampling Records (including ventilation system discharge rates)	Person conducting the sample	30 years	Laboratory Files
Chemical Inventories	Supervisor	30 years	Laboratory Files
Hazardous Substance or Chemical Spill and Incident Records	Supervisor or Emergency Operations Center	15 years	Division Files